

MEMORANDUM

DATE: January 10, 2006

TO: All Employees

FROM: Dana Gioia
Chairman



SUBJ: Equal
Employment Opportunity

It is the policy of the Agency to prohibit discrimination in employment made unlawful by Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Equal Pay Act, and the Rehabilitation Act in order to provide equal opportunity in employment for all persons-employees and applicants. The Agency will ensure equal opportunity on the basis of merit and qualifications, without discrimination based on race, color, religion, age, national origin, gender, or disability and will provide for the prompt and fair consideration of complaints of discrimination. The Agency will make reasonable accommodations for qualified applicants for employment and employees with physical or mental disabilities in accordance with the law. The Agency will provide an environment free from sexual harassment to all employees. The Agency is committed to implementing *affirmative* programs to carry out this policy.

I am committed to equal opportunity and encourage all managers, supervisors, and employees to work together to ensure that the Agency's operations include compliance with all Equal Employee Opportunity laws and regulations. Through recruitment, hiring, retention, promotion, and equitable assignments of work, we can work together to achieve and maintain a diverse and representative work force, free from discrimination.